

DEPARTMENT OF THE ARMY

CALIFORNIA ARMY NATIONAL GUARD

118th Maintenance Company (DS)
8010 South Airport Way
Stockton, California 95206-3999

POLICY LETTER 2001-04

30 October 2001

Expires Indefinite

USR Procedures and Policy during IDT

1. References. AR 220-1
2. The purpose of the USR is to validate and track trends in four critical areas. The unit succeeds or fails based on the overall numbers/percentages reported each quarter.
3. Officers will meet on Sunday of IDT with the Commander at 1400 hours for update briefs. Location is the classroom.
4. A checklist is being produced for monthly evaluations (to assist the officer in organizing their numbers and briefing). This form will be available by December.
5. Listed are the four areas of the USR:
 - Personnel Readiness (available, MOSQ, strength)
 - Equipment Readiness (operational readiness rate of reportable equipment)
 - Training (proficiency in collective tasks to the METL)
 - Supply (equipment on hand versus on order IAW the MTOE)
6. Responsibility:
 - 1SG- Advises the Commander during the USR update briefings
 - Executive Officer- Primary officer in the absence of the Commander
 - Platoon Leaders- Brief personnel readiness statuses, platoon OR percentages, training assessment of IDT, and supply issues IAW USR standards.
 - Platoon Sergeants- Advise the platoon leader with all four USR areas. Does not need to attend meetings.
 - FTUS- Readiness NCO must be present
7. Briefing Order:
 - Headquarters
 - Base Maintenance
 - Ground Support Equipment
 - Supply

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STEVE L MARTINELLI
CPT, OD, CAARNG
Commanding